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**From:** McNamara, Ann (DPH)  
**Sent:** Tuesday, November 04, 2008 1:08 PM  
**To:** Danforth, Deborah (DPH); Beurs, Eva (DPH)  
**Cc:** Caloggero, Dina (DPH); Han, Linda (DPH); Connolly, Grace (DPH); McGuire, Thomas M (DPH)  
**Subject:** MWRA  
  
**Importance:** High

Deb,

Please excuse my sending you this request via email, but I can't locate the Purchasing email address and will be out the remainder of this week.

We are about to place our first (and only) purchase on account number 4510-0623. This is a retained revenue account for MWRA testing. We anticipate we will utilize all funding this fiscal year (one purchase and the balance in a contract).

Would you please add a budget line to the purchasing program for:  
Account 4510-0623, unit code 5116, UU for \$7,104.

Dina has an approved AF29 for this software purchase.

Eva, This account should be all set for processing the contracts.

The accounting line and unit code are all set for both the contract and software.

Thanks  
Ann

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**From:** Danforth, Deborah (DPH)  
**Sent:** Tuesday, November 04, 2008 12:51 PM  
**To:** McNamara, Ann (DPH)  
**Subject:** RE: Email Box for Purchasing

I don't know why it isn't coming up for you but it is available under the Global Address List.

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**From:** McNamara, Ann (DPH)  
**Sent:** Tuesday, November 04, 2008 12:45 PM  
**To:** Danforth, Deborah (DPH)  
**Subject:** RE: Email Box for Purchasing

This address is not coming up. Is there a problem with the mail box?

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**From:** Danforth, Deborah (DPH)  
**Sent:** Thursday, October 30, 2008 12:12 PM

**To:** DPH-DL - CDC-Purchase Reviewers  
**Subject:** Email Box for Purchasing

There are a couple of things I want to address. We have had a new email box established for all your purchasing requests to go to. You will now send your online quotes, budget transfers, requests for product returns and communications you need with any member of the Purchasing Staff (Sydney Fuller-Jones, Helen Hickey, Judy Ahern, Gerald Kurtis, and Deborah Danforth). The emails should no longer be sent to the individuals you believe work with that vendor. This email box will be monitored throughout the day and the messages will be retrieved and directed to the appropriate staff person. The email box is DPH-SLI Purchasing(DPH).

Another issue I would like to address is service dates on maintenance contracts. When you request a quote for a service contract please make sure the contract dates are listed on the contract that you submit to the purchasing department.

Any Questions please contact me by email or phone at 6231

Thanks Debbie